

Request for Council Action

Originator Information Systems	Item Approve the purchase of JustFOIA open records tracking system.
Agenda Section Consent	Date 11/2/2015
Description	

In response to a recent increase in the number of requests for public data, staff is recommending the purchase of an open records request tracking system, JustFOIA. JustFOIA is a hosted solution that allows for unlimited users and unlimited data. The system will allow interested parties to submit data requests via an online portal. Staff will have the ability to receive and manage requests electronically.

Staff compared two systems including Municipal Code Corporation's (MCCi) JustFOIA system and GovQA's FOIA/Public Records Service. Features and services were similar. A pricing comparison follows:

Product	One Time Set Up Cost	Annual Maintenance
MCCi JustFOIA	\$2,000	\$7,000
GovQA FOIA/Public Records Service	\$3,000	\$8,340

As the agreement for the system is multi-year and renewable for an indeterminate length of time, Council approval is required. Funding is available in the Information Systems replacement fund 740102-52070.

Requested Action

Council is requested to approve the purchase of JustFOIA open records request tracking solution in the amount of \$9,000 for 2015 and \$7,000 ongoing annual maintenance fees.

Attachments: